

## **Historic, Archive Document**

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FMA PROCEDURE TRANSMITTAL

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NOTICES

UTILIZATION OF EXPENDABLE SUPPLIES AND EQUIPMENT: In the interest of economy, all employees are asked to turn in all supplies and equipment of an expendable nature, for which they have no further need, to the person in their office who is responsible for maintenance of office stocks of supplies. The employee responsible for supplies should then release supplies which are surplus to the needs of the immediate office for reissue to other offices as they are requisitioned. It is suggested that a periodic check of desks and supply cabinets be made at least once a year in order to place in circulation all expendable supplies which are not being utilized. The cooperation of all employees will be appreciated.

ADMINISTRATIVE  
NOTICE NO. 152  
1-13-50

YEAR-END BUYING: Officials concerned with procurement of supplies and equipment are responsible for restricting year-end purchases to an absolute minimum. Officials concerned with the requisitioning of supplies and equipment are responsible for processing requisitions for needed supplies and equipment in sufficient time to permit purchase within the deadlines established. The responsible officials are requested to take whatever action is necessary to assure compliance with this Administrative Notice. DISTRIBUTION: A, B. (Distributed Separately).

NEW AND REVISED INSTRUCTIONS

221.1  
EXHIBIT A  
Pages 11 and 12  
Revised 1-11-50

APPROPRIATIONS AND FUNDS: Remove pages 11 and 12 dated 10-21-49 and insert the attached revised pages 11 and 12. Several limitations have been added to ACCOUNT 12X8200(48) on page 11. DISTRIBUTION: A.

341.1  
11-7-49  
Change on  
Page 9

EFFICIENCY RATING PROGRAM: On page 9, paragraph VII A 6, third line, add "Delaware" after "Rhode Island". Through an oversight Delaware was omitted from the list of FMA State Offices which will be served by the Efficiency Rating Committee of the Northeast Area effective with the 1950 efficiency rating program. DISTRIBUTION: A, B.

413.4  
1-16-50  
Revised

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON: This revision was made to change references to organizational units to conform to recent Department and FMA organization changes. However, in paragraph

413.4  
(Cont'd) IV some changes have been made in number of copies of requisitions required. The arrangement of the material has also been improved, and references to blocks on form AD-14 changed to conform to blocks on the latest revision of the form. Remove Instruction 413.4 dated 6-15-49 and insert the revised instruction, DISTRIBUTION: A (Washington only) B (Washington Only) (Distributed Separately)

413.6  
1-16-50  
Revised ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES: This revision was made to change references to organizational units to conform to recent organizational changes; and to change references to blocks on Form AD-14 to conform to blocks on the latest revision of the form. Other minor changes have been made to improve the text, but these do not change procedural requirements. Remove FMA Instruction 413.6 dated 3-3-49 and insert the revised instruction. DISTRIBUTION: A, (B-Field Only) (B-05 Washington) (Distributed Separately)

#### FORMS MANUAL INSERTION

AD-14  
12-7-49  
Revised REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE: The attached Forms Manual Insertion shows the latest revision of the form (July 1949) and consolidates all requirements pertaining to the form for both Washington and field offices. The revision is consistent with requirements of FMA Instructions 413.4 and 413.6 revised 1-16-50. Remove Form AD-14 Insertions No. 1 and No. 2 from the Forms Manual and insert the attached revision. DISTRIBUTION: A,B.

#### OBSOLETE INSTRUCTIONS

The following FMA Instructions are obsolete and should be removed from the Manual:

111.4  
12-17-45 PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS:  
DISTRIBUTION: A, B.

111.6 COMPLIANCE WITH SURPLUS PROPERTY POLICIES AND REGULATIONS: DISTRIBUTION: A, B.

OBSOLETE INSTRUCTIONS (CONT'D)

125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS:  
9-19-46 DISTRIBUTION: A, B

129.A RESPONSIBILITY FOR RATIONING PROGRAMS AND CIVILIAN  
11-2-45 REQUIREMENTS: DISTRIBUTION: A, B

129.7 HANDLING OF PETITIONS FOR THE REMOVAL OF MAXIMUM PRICES  
9-10-46 FOR AGRICULTURAL COMMODITIES: DISTRIBUTION: A

129.5 EMERGENCY FOOD PROGRAM: DISTRIBUTION: A, B  
3-26-46

127.5 PERFORMANCE OF ICE INDUSTRY FUNCTIONS BY PMA STATE  
1-24-46 OFFICES: DISTRIBUTION: A

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